

Driver Training School Policy Checklist

Use this checklist while you are building your School Policy and Exam Policy for your new Driver Training School (DTS). This checklist provides the information and language you must provide in your policies.

1. School Policy must include:

The Policy: WAC 308-108-120

- This must include a statement of acknowledgement for a parent to initial that they have received information about Intermediate Driver License (IDL) restrictions and requirements.

Student fees.

Student refund fees.

Course failures.

Course repeats.

The minimum and maximum course length.

A statement refusing to allow a student to attend a driver training education course before the age of fifteen years.

A statement refusing to enroll new students in a driver education course after the first three classes of the course are complete.

The school name and revision date must appear on each page.

A space to capture a parent signature and signature date.

2. Exam Policy must include:

This exact language stating The Department of Licensing's (DOL) authorization to retest

- *"The Department of Licensing reserves the right to conduct random re-examinations; applicants refusing to take a re-examination may have their license revoked."*

What score does the student need to get to pass for each exam type?

- *"A score of 32 correct answers on the knowledge exam" or "80%, 80% on the skills exam"*

What is the price charged for each exam type? i.e. Exam Fee.

Refund policy.

Retesting policies.

- This must include scheduling and fees.

A complaint or grievance procedure.

- You must first list the school for complaint intake, including at least phone number or email or both for school.
- If the school cannot resolve complaint then they would refer to DOL DTS Program.

This or similar language about disability information.

- *"If you received a letter from DOL to take an examination or have a permanent or temporary condition (e.g. physical, mental, visual or any medical issue) that may impact your ability to drive, you must test at a DOL office. Failure to disclose this information prior to testing will result in your test not being honored at DOL to obtain your license and we will not refund the test fee."*

A verification statement that the student has read the school policies, including a place for the student to sign agreeing to this statement.